

# **Advance Excel Assignment 3**

## **1. How and when to use the AutoSum command in excel?**

- If wants to sum a column or row of numbers, select a cell next to the numbers that want to sum. Then click 'AUTOSUM' in the home tab (Formula bar).
- When clicking Autosum, Excel automatically enters a formula that uses a sum function to sum the numbers.

## **2. What is the shortcut key to perform AutoSum?**

- We can quickly insert the AUTOSUM formula by typing the 'ALT + =' keyboard shortcut.

## **3. How do you get rid of Formula that omits adjacent cells?**

- The error is getting means that there are cells near the ones in the formula that are of a similar format and Excel thinks that might have missed them by accident.
- Launch your Excel sheet and then click on File → Navigate to Options and then select Formulas → Look for Error checking rules and uncheck Formulas that omit cells in a region → Click OK.

#### **4. How do you select non-adjacent cells in Excel 2016?**

- With the mouse, click the first cell that wants to highlight → press and hold the 'ctrl' key on the keyboard → click the rest of the cells that want to highlight.
- Once desired cells are highlighted, release the ctrl key.

#### **5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?**

- If selects a column, hold down the Alt key and press the letters ocw in quick succession. The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

#### **6. If you right-click on a row reference number and click on Insert, where will the row be added?**

- If we right-click on a row reference number and click on Insert, A new row is inserted above the cell(s) you originally selected.
- To insert a single row: Right-click the whole row above which you want to insert the new row, and then select Insert Rows.
- To insert multiple rows: Select the same number of rows above which you want to add new ones. Right-click the selection, and then select Insert Rows.